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MINUTES

Fourth Meeting

of

SUPPORT SERVICES HISTORICAL BOARD

4 May 1967

1. The Chairman, Mr. [REDACTED] called the meeting to order at 1035. Historical Officers present

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2. The Chairman asked those present to report on the progress of the historical programs in their various offices.

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a. OC: Mr. [REDACTED] reported that Mr. [REDACTED] had completed his draft on the initial section of their narrative history which covers the period from OSS through February 1947. Mr. [REDACTED] is presently working on the second period from 1947 through 1951. The monograph on the [REDACTED] is nearing completion.

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Mr. [REDACTED] said that their proposed paper on Communications Security will be written by an OC man who will retire in the near future and be picked up under contract.

25X1A9a

b. OF: Mr. [REDACTED] reported that the Office of Finance proposed a narrative history in five major sections or chapters. The general chapter has already been finished. Mr. [REDACTED] has completed a revised draft which covers SSU through CIG, 1945-1947. Chapter 3, the period 1947 through 1952, is well under way and he has begun drafting Chapter 4, 1952 through 1957. Chapter 5, 1957 through 1966, will be very time consuming and no research on this period has, as yet, been started.

25X1A9a

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The Chairman asked whether it would not be possible to have the various people in the Office of Finance who have been designated to write special papers or monographs get under way. Mr. [REDACTED] said he thought this could be done, but that he himself would not be able to do much toward historical writing or coordinating during the next two or three months.

25X1A9a

c. OP: [REDACTED] said that outlines of all chapters had been completed, but that the deadlines for the completion of the papers themselves will vary. For instance, MMPD has estimated completion by December, and Contract Personnel by March 1968. Mr. [REDACTED] who is writing some ten or twelve papers, has varied deadlines from one to eight months.

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Miss [REDACTED] said that she felt some of the deadlines were too short. It was pointed out that deadlines have been self-imposed by the various offices and that they would not have to be adhered to, since it was better to take longer and do a good paper than rush one through in too short a period.

25X1A9a

d. OTR: [REDACTED] could not report any great progress in his office and said they were really waiting for the summer months when the work load in OTR slackens considerably. He has designated various people to do the writing and he himself will be able to give much more time to the program toward the end of May. In the meantime, he will encourage various specified writers to continue research and drafting on special monographs.

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e. OS: Mr. [REDACTED] reported little progress and does not feel that they can seriously get down to work until the spring rush of clearances has been cleaned up. He has talked to Colonel Sheffield Edwards, however, who showed considerable interest in the proposed history of Security. He also said they had a very knowledgeable prospective retiree who he thought they might be able to pick up under contract some time in the summer.

Some special Security papers, primarily those produced as contributions to the Clandestine Services, are almost completed.

25X1A9a

f. OL: Mr. [REDACTED] reported quite favorably on the progress in the Office of Logistics. Research is going on in practically all areas; the semi-finished draft of the Introduction is approximately twenty-five percent complete, and drafts of the history of the Planning Staff and the Security Staff are in progress. Moreover, certain papers that represented contributions to the Clandestine Services histories are virtually finished, i.e.,

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g. OMS: There was no report on the Medical Staff, as their representative was not present.

2. Mr. [REDACTED] asked if there were any questions in regard to the various reports. There was some discussion as to format, but it was generally agreed that the "Handbook for the Writing of DDI, DDS&T and DDS Histories" should be used as a guide. The level of writing, of course, will vary with the individual and there should be no attempt to impose norms or strict adherence to suggested format. The main thing is to have papers well documented, double-spaced, and with the appropriate margins for binding purposes.

25X1A9a

Mr. [REDACTED] brought up the subject of the numbering of paragraphs, as there had been some discussion of his paragraphing in his first draft paper. The Chairman said he thought this was up to the writer, and he could number paragraphs as he saw fit. Mr. [REDACTED] said the question had only been raised because, in the first paper of Mr. [REDACTED] there had been a good deal of paragraphing, sub-paragraphing, and sub-sub-paragraphing, and it had become a little confusing to the reader.

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Mr. [REDACTED] suggested that everyone forget the word, "Chronological," and from now on, merely think of narrative histories. If a short chrono is necessary, it can be included in a foreword, or attached as an appendix. He stated that in the DDI area, too many people were taking "Chronological" too literally, and trying to write histories on a year-by-year basis, which destroyed the easy flow of the narrative.

25X1A9a

5. The Chairman then discussed procedures and coordination. It was agreed that:

a. Mr. [REDACTED] would send to all those present copies of the DDI, DDS&T, and Support Services programs showing what papers are to be written and by whom.

25X1A9a

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Everyone will then be aware of what is being done in other areas. Papers should be coordinated in initial draft form, as there unquestionably will be a considerable amount of overlap, primarily between the Office of Logistics, the Office of Security, and the Office of Communications. The Chairman suggested that it would be wise to exchange outlines of chapters for coordinating purposes in the initial drafts. Mr. [REDACTED] mentioned that there should be close coordination with the Clandestine Services, especially in regard to papers dealing with overseas activities.

25X1A9a

The Chairman stressed the fact that papers should be reviewed, in many cases, by more than one person. This, of course, is up to the office of origin, but he felt that a paper should be reviewed by one or more knowledgeable people, with the final review by the Director of the office, or a member of his staff. After all, these papers will constitute official office histories. The finished drafts of papers (prior to typing in final form) should be sent to the Board for a possible final review. If approved, they will be typed in final form and two copies (preferably, no flimsy) will be sent to the Board for forwarding to Mr. [REDACTED] who will have them bound. One copy will be returned to the office of origin, and the other will be held in the Support Services file of histories in the Office of the DDS.

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In the case of highly sensitive papers, they can be held, when absolutely necessary, in the office of origin with a notation to this effect included in the DDS catalogue of histories. Classification and distribution caveats are decisions to be made by the originating office.

6. The Chairman adjourned the meeting at 1140.

[REDACTED]

Executive Secretary

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